

ANNEX F

Frequency Assignment Review Procedure

FREQUENCY ASSIGNMENT REVIEW PROCEDURE

1. The purpose of this procedure is to achieve the objectives mentioned in Section 8.2.6. Normally this will be effected by reviewing within a given year all assignments that were last reviewed five years earlier, except for those assignments on frequencies considered by the Aeronautical Assignments Group (AAG) and Military Assignments Group (MAG) (see Section 1.4.1). The review of assignments on frequencies considered by the AAG or MAG in any given year will be on those last reviewed ten years earlier.

2. The date of the last review of an assignment can be determined by the entry in the REVISION DATE (RVD) field.

3. Within five years (ten years for those frequencies considered by the AAG or MAG) of the date in the RVD field, the agency concerned will determine for each assignment: a) whether the assignment is essential to meet the agency's requirements; b) if so, whether other existing assignments will meet the requirements; c) if not, whether the justification for and description of the assignment under review, as previously given, are still accurate; and d) if so, whether the assignment is completely up to date.

4. An assignment is completely up to date if it contains in the proper fields all of the particulars required by this Manual.

5. Agencies will submit DELETION actions for

those assignments that are not qualified for retention under 3a and 3b above. Those assignments qualified for retention, but not up to date in accordance with the particulars of this Manual, will be updated by submitting a MODIFICATION action using the procedures of Chapter 9.

6. Assignments qualified for retention, and completely up to date in accordance with the particulars of this Manual, will be certified as such by submission of MODIFICATION actions to update the date of last revision. This update is done by using the field code RYR with the last two digits of the current year (e.g., RYR01 85). This results in the data in the GMF field RVD being reset to the year, month and day the revision is approved. (See Part 9.15)

7. Modifications to the FMRS record structure made in September 1993 expanded the frequency to 13 characters -- 5 digits to the left of the decimal point and 6 decimal places. During the review of GMF records, agencies shall submit a REPLACEMENT action or a DELETION and re-submission for all GMF records displaying a frequency greater than 12 characters in the Circuit Remarks *AGN, ACTUAL FREQUENCY entry. This REPLACEMENT action shall include all changes necessary to the Frequency (FRQ), Frequency Band (FRB) and Excluded Frequency Band (FBE) entries. Also, be sure to delete the *AGN, ACTUAL FREQUENCY entry from Circuit Remarks.

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